



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Human Resources Director

LOCATION: Red Cliff Tribal Administration Office

SALARY: Negotiable depending upon qualifications

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

SUPERVISOR(S): Tribal Administration

JOB SUMMARY: Primarily responsible for the administration and management of the Human Resource Office for tribal operations.

DUTIES AND RESPONSIBILITIES: Plan and administer all policies related to Personnel Management for tribal operations.

1. Administer and make recommendation on the Tribe's Policies and Procedures.
2. Monitor the personnel files of employee information such as personal data, hire date, compensation, elected benefits, tax data, performance evaluations and reviews or other changes in dates for actions taken during employment and purposes of actions; inputs into Human Resources programs or other databases.
3. Ensure that personnel records and reporting are in compliance. Continually monitor, maintain, modify and resolve problems in Human Resources data systems.
4. Administer Tribes benefits programs such as group health, pension, drug testing, workers compensation, etc.
5. Maintain and modify the employee evaluation system; assists in resolving employee performance problems; provides guidance to employees and supervisors regarding work performance issues, education and training, and career development.
6. Establishes working relations with employees on multiple levels, through consultation regarding organizational structure, job performance, adherence to policies and procedures, establishing clear performance standards and expectations, while being mindful of human resources best practices and conflict resolution skills.
7. Have working knowledge of confidentiality laws and its application to the workplace and employee rights.
8. Assist in development of job descriptions, classification or reclassification and compensation plans regarding all positions within the Tribe.
9. Direct all phases of hiring process which includes recruitment, posting announcements, background checks, interviews, and presentation of information to Tribal Council,

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notification to applicants and orientations.

10. Required to attend job related, meetings, in-service and training to maintain professional and technical knowledge.
11. Compiles data, prepares and distributes periodic management reports relating to Human Resources.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the Tribal Administration.

SUPERVISORY AUTHORITY: Human Resources Assistant, Employee Benefits Specialist and other employee(s) as directed.

KNOWLEDGE: Knowledge of Red Cliff community and tribal operations. Knowledge of various laws and regulations on employment. Knowledgeable of Native American Tribes and the uniqueness of the Red Cliff Community.

QUALIFICATIONS:

1. Prefer individual with a degree in Business Management, Human Resources or related field.
2. Must have a minimum of five years' experience in Personnel Management or Administration.
3. Have basic understanding of all employment laws and regulations.
4. Must have computer knowledge and experience.
5. Must have good oral and written communication skills.
6. Must be able to work under pressure.
7. Must be able to maintain strict confidentiality in all office matters.
8. Valid driver's license and at least liability insurance and be eligible to be put on the tribe's vehicle insurance policy and maintain eligibility as a condition of employment.

PERSONAL CONTACTS: Daily with Human Resources Assistant, other Human Resources staff, supervisors, staff, community members and various agencies.

PHYSICAL REQUIREMENTS: Primarily office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

WORK ENVIRONMENT: All tribal buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state

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and out of state. Attend Tribal Council meetings as directed.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application; available on the tribal website
2. Tribal Background Investigation Disclosure; available on the tribal website
3. Resume with at least 3 references.
4. Post-secondary transcripts; if applicable

POSTED: October 10, 2017

DEADLINE: October 24, 2017 at 4:00 p.m.

FOR FURTHER INFORMATION:

Red Cliff Band of Lake Superior Chippewa

Human Resources

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

(715)779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

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1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.

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